



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014**

IMEU-HEI-ZA

27 December 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: US Army Garrison Heidelberg Command Policy Memorandum 7, Safety Risk Assessment for Community Events Policy**

1. Garrison and tenant unit community events held within the Garrisons e.g. parades, expositions, bazaars, community runs, must be safety risk assessed to ensure the safety and security of attendees and participants, and to protect government property. Planning must include evaluation of safety risks, and mitigation actions developed to reduce risks to an acceptable level.
2. Specifically, Garrison Directorates, and tenant units will provide written risk assessments for planned community events to the Garrison Safety Office for review at least three (3) weeks prior to the scheduled event. The Garrison Safety Office will review and comment on the written assessments, and coordinate any needed modifications with the activity leader. The activity leader will then ensure that the assessment is signed at the appropriate management level within his or her agency e.g. Tenant Unit Commander, School Principal, AAFES Manager Etc., then forwarded to the Garrison Command Section for review and signature. Once the assessment is signed at the Garrison Command level, the activity leader will provide signed copies of the assessment to the Garrison Safety Office and each agency/person tasked with implementing the controls. Reference the attached flow chart.
3. Community events not coordinated with the Garrison, or lacking written safety risk assessments are subject to cancellation in the interest of public safety.
4. Units with full time safety professionals assigned are responsible for safety evaluation of community event planning, set-up, and ensuring that mitigation controls are implemented during the event. Garrison initiated events are evaluated and overseen by the Garrison Safety Office. The Garrison Safety Office will do periodic unannounced safety evaluations of community events to ensure risk assessment mitigation actions are being accomplished.

Encl as

/s/  
WILLIE E. GADDIS  
Colonel, AV  
Commanding

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## COMMUNITY EVENT SAFETY RISK ASSESSMENT PROCESS

